

Alabama State Board of Veterinary Medical Examiners



Functional Analysis & Records Disposition Authority

**Revision
Presented to the
State Records Commission
October 24, 2012**

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Functional and Organizational Analysis of the Alabama State Board of Veterinary Medical Examiners

Sources of Information

- Representatives of the Alabama State Board of Veterinary Medical Examiners
- Code of Alabama 1975 § 34-29-60 through § 34-29-135
- Alabama Administrative Code Chapters 930-X-1-01 through 930-X-1-38
- Alabama Government Manual, pp. 560-562 (2010)

Historical Context

In 1915, the Legislature established the State Board of Veterinary Medical Examiners, consisting of five members of the State Veterinary Association and graduates of a legally chartered veterinary medical college. All qualified applicants were required to pay a fee of ten dollars for a state license and an annual registration fee of one dollar (Acts of Alabama 1915, No. 82). In 1951, the Legislature amended the act of 1915, requiring board members to be graduates of an accredited veterinary medical college approved by the American Veterinary Medical Association. Fees for license and annual registration were also increased to fifteen dollars and five dollars respectively (Acts of Alabama 1951, No. 945). In 1986, the Legislature re-established the board in its present form (Acts of Alabama 1986, No. 86-500).

Agency Organization

The board consists of eight members appointed by the governor. The governor appoints the members from a list of nominees submitted by the Alabama Veterinary Medical Association. Board members serve staggered four-year terms, with no person eligible to serve more than thirteen years. Six of the eight members must be graduates of an accredited school of veterinary medicine, and licensed to practice veterinary medicine in the state, one is a licensed veterinary technician, who must be a graduate of an accredited Licensed Veterinary Technician School and licensed in the state of Alabama, and then there is one consumer representative. The board elects each year from its membership a president and a vice-president. The board appoints an executive director who serves as chief executive officer for the board.

Agency Function and Subfunctions

The mandated functions of the Alabama State Board of Veterinary Medical Examiners are to license/register qualified applicants as Veterinarians/Veterinary Technicians/Certified Euthanasia Technicians/Registered Animal Euthanasia Facilities and regulate the veterinary profession in Alabama. The board is one of the agencies primarily involved in carrying out the Regulatory function of Alabama government.

In the performance of its mandated functions, the board may engage in the following subfunctions:

- **Promulgating Rules and Regulations.** The Code of Alabama 1975 § 34-29-69(7) specifies that the board may adopt, amend, or repeal rules and regulations for the administration of veterinary laws of Alabama. This subfunction encompasses activities pertaining to the establishment and publication of rules and regulations by the board for carrying out of its duties and responsibilities.

- **Licensing and Registering Veterinary Professionals.** The Code of Alabama 1975 § 34-29-69(1) authorizes the board to examine and determine the qualifications and fitness of applicants for a license to practice veterinary medicine in the state. Licenses are issued to applicants who meet approved general/educational requirements and have passed the required national/state examinations. The Code of Alabama 1975 § 34-29-69(10) authorizes the board to determine the eligibility and qualification requirements for veterinary technicians and to registered, veterinary interns, and veterinary student preceptees. The board may renew the licenses if practitioners have met the continuing education requirements, completed renewal forms, and paid the required fee. In accordance with the Alabama Administrative Code Chapter 930-X-1-.12, the board must review and approve all continuing education programs before presentation. The Code of Alabama 1975 § 34-29-71(a) authorizes the board to issue a temporary license to practice veterinary medicine to an unlicensed applicant if the applicant meets all requirements and qualifications for licensure. Holders of temporary licenses may only work with a licensed doctor of veterinary medicine for 90 days. The board may renew the temporary license upon request. In addition, the board may issue an inactive license to any veterinarian or veterinary technician who wishes to maintain a license in Alabama but is not currently practicing veterinary medicine.

- **Regulating Veterinary Premises.** The Code of Alabama 1975 § 34-29-88(a) mandates that any facility, including mobile clinics or any other premises where a licensed veterinarian practices, shall have a premise permit issued by the board. Staff members of the board, upon the receipt of application and required fees, inspect the facility for compliance with minimum sanitary conditions. The board then issues permits to those premises that meet sanitary standards. All permits are renewable on a yearly basis.

- **Conducting Investigations and Hearings.** In accordance with the Code of Alabama 1975 § 34-29-79, the board may initiate investigations against a license holder, either on its own motion or on the complaint of any person. An investigative committee, consisting of a board member, the board's executive director, the board's legal counsel, and, if necessary, an investigator employed by the board, investigates the complaint to determine whether there is a probable cause for disciplinary proceedings. The board may make an informal settlement with the licensee or may take other disciplinary actions, such as suspension or revocation of certificate and permit to practice.

- **Administering Internal Operations.** A significant portion of the agency's work includes general administrative, financial, and personnel activities performed to support the programmatic areas of the agency.

Managing the Agency: Activities include internal office management activities common to most government agencies such as corresponding and communication; scheduling; meeting; documenting policy and procedures; reporting; litigating; drafting, promoting, or tracking legislation; publicizing and providing information; managing records; and managing information systems and technology.

Managing Finances: Activities involved in managing finances may include the following: budgeting (preparing and reviewing a budget package, submitting the budget package to the Department of Finance; documenting amendments and performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; and assisting in the audit process.

Managing Human Resources: Activities involved in managing human resources may include the following: recruiting and hiring eligible individuals to fill vacant positions within the agency; providing compensation and benefits to employees; supervising employees (evaluating performance, disciplining, granting leave, and monitoring the accumulation of leave); and providing training and continuing education for employees.

Managing Properties, Facilities, and Resources: Activities involved in managing properties, facilities, and resources may include the following: inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; constructing buildings and facilities; leasing and/or renting offices or facilities; providing for security and/or insurance for property; and assigning, inspecting, and maintaining agency property, including vehicles.

Analysis of Record Keeping System and Records Appraisal of the Alabama State Board of Veterinary Medical Examiners

Agency Record Keeping System

The Alabama State Board of Veterinary Medical Examiners currently operates a hybrid record keeping system composed of paper and electronic records.

Paper-based Systems: Most of the board's records are created and maintained in paper form.

Computer Systems: The current information system of the Alabama State Board of Veterinary Medical Examiners utilizes IBM personal computers running Microsoft Office 2007 on the board's workstations. Computers are connected through the Information Services Division's server. Staff members have access to the Internet through the Information Services Division. The Board contracts with GL Solutions to manage its license renewal process. The Board places all information on licensees that are located in their paper file into the GL Solutions computer program. All information stored on the GL Solutions systems is stored offsite on the GL Solutions server in Bend, Oregon.

The following databases are maintained on the board's computers and Information Services Division's server:

- 1) Main Active Licensure Database (DATA) – created in Excel and used to maintain active permit licensing information on veterinarians, veterinary technicians, premises, and to print all cards, rosters, labels, statements, and renewal forms for licensees. This information is being placed in the GL Solutions computer application.
- 2) Inactive License Database (INACTIVE) – created in Excel and used to maintain information on inactive veterinarians/veterinary technicians (those who wish to maintain a license in Alabama but are not currently practicing veterinary medicine) and to print labels, directories, statements, and renewal forms for licensees. This information is being placed in the GL Solutions computer application and is saved weekly to a CD and placed in a fireproof safe in the ASBVME Office.
- 3) Premise Inspection Database (PREMISEINSPECTION) – created in Excel and used to record/maintain premise inspection information on active premises. This information is being placed in the GL Solutions computer application and is saved weekly to a CD and placed in a fireproof safe in the ASBVME Office.
- 4) North American Veterinary License Examination Report Database (NAVLE) – created in Excel and used to record and update examination scores, to generate examination seat assignments, and to print all necessary labels, reports, and the NAVLE candidate rosters. This information is saved weekly to a CD and placed in a fireproof safe in the ASBVME Office.

- 5) Veterinary Technician National Examination Report Database (VTNE) – created in Excel and used to record and update examination scores and to print all necessary labels, reports, and the VTNE candidate rosters. This information is being placed in the GL Solutions computer application and is saved weekly to a CD and placed in a fireproof safe in the ASBVME Office.
- 6) Income Report Database (INCOME) – created in Excel and used to document/balance payments received from individual licensees and applicants for license fees, premise permit fees, new inspection fees, applications fees, examination fees, and all other fees generated by the board for services provided. This information is also saved weekly to a CD and placed in a fireproof safe in the ASBVME Office.
- 7) Expenses Database (EXPENSES) – created in Excel and used to document/balance all vouchers and expenditures paid relative to board operations, meetings, examinations, and staff employed by the board. This information is saved weekly to a CD and placed in a fireproof safe in the ASBVME Office.
- 8) Temporary License Database (TEMPLIC) – created in Excel and used to document/balance payments received from applicants for temporary annual permits to practice in the state, and to maintain and print all necessary permits, labels, and rosters. This information is saved weekly to a CD and placed in a fireproof safe in the ASBVME Office.

The board staff members complete backup procedures every night. Backups are stored on a Verbatim portable hard drive. This backup is also done every night on the GL Solutions computer application.

Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the Alabama State Board of Veterinary Medical Examiners: Temporary Records and Permanent Records.

I. Temporary Records. Temporary records should be held for what is considered to be their active life and disposed of once all fiscal, legal and administrative requirements have been met. Some of the temporary records created by the board are discussed below:

- **Veterinary/Veterinary Technician Licensure and Registration Files.** The board is responsible for examining applicants and issuing certificates of qualification to qualified applicants. These files serve as evidence of the scope of a licensee's professional practice in this state from initial licensing to the final separation. These records document the history of the licensee and should be maintained long enough to cover the career span of an individual licensee as these files may be needed from time to time by the board for licensing, revocation, and reinstatement purposes. Records of deceased licensees may be destroyed once they have met audit/compliance review and reference requirements.

- **Premise Inspection Files.** The board is responsible for inspecting premises where veterinary medicine is practiced and issuing annual premise permits to qualified applicants. These files serve as evidence of inspection of premises from initial permitting to closure. These records document the history of the premise and should be maintained long enough to cover the operation span of the individual premise, as these files may be referenced from time to time by the board for monitoring purposes. Records of closed premises may be destroyed once they have met audit/compliance review and reference requirements.

II. Permanent Records. The Government Records Division recommends the following records as permanent.

Promulgating Rules and Regulations

- **Veterinary Practice Act and Administrative Code of Alabama.** The board publishes and updates this volume periodically for public distribution. Included are excerpts from the Code of Alabama, the Administrative Code, and program-related forms. This publication documents all professional rules, regulations, and procedures governing the practice of veterinary medicine in Alabama. **(Bibliographic Title: Veterinary Practice Act and Administrative Code of Alabama)**
- **Meeting Agendas, Minutes, and Packets of the Board.** The board holds at least two regular meetings each year. Special meetings may be called if needed. These records document proposed and executed proceedings of meetings. They are the core documentation of the board's policy making and other program related functions. **(Bibliographic Title: Meeting Agendas, Minutes, and Packets of the Board)**

Licensing and Registering Veterinary Professionals

- **Licensure Ledger.** The Code of Alabama 1975 § 34-29-68 requires the board to record in a file all licenses issued by the board. This ledger is created to document essential information on licenses issued to qualified applicants. Data includes names, certificate numbers, school names, and dates of graduation. **(Bibliographic Title: Licensure Ledger)**
- **Written Examination Questions.** In addition to the North American Veterinary Licensing Examination, all applicants for licensure to practice veterinary medicine in the state must take and pass a state written examination on material found in the Alabama Practice Act and the Administrative Code of the board. This series consists of blank written examination questions designed and used by the board in evaluation the qualifications of applicants for licensure. They document the board's function in regulating veterinary professionals. **(Bibliographic Title: Written Examination Questions)**
- **Newsletters.** The board publishes at least two newsletters a year, known as "The Examiner," to serve as a communication tool between the board and licensees. The

newsletter may contain information on new legislation or rules, compliant issues and disciplinary actions, personnel changes, obituaries, questions and answers, and an event calendar. Newsletters are available online on the agency's website. **(Bibliographic Title: State Publications)**

Conducting Investigations and Hearings

Permanent records providing summary documentation of this subfunction are found in the Meeting Agendas, Minutes, and Packets of the Board as described in the Promulgating Rules and Regulations subfunction.

Administering Internal Operations

- **Website and Social Media Site(s).** The agency has a website at www.asbvme.alabama.gov. Information on the website includes a listing of board members' names and contact information, the Alabama Veterinary Practice Act, forms, calendar of events, staff names and contact information, useful links, and the agency's newsletter "The Examiner." The website should be preserved as it serves as an important medium of communication between the board and the public and the board and veterinarians. **(Bibliographic Title: Website)**

Permanent Records List Alabama State Board of Veterinary Medical Examiners

Promulgating Rules and Regulations

1. Veterinary Practice Act and Administrative Code of Alabama
2. Meeting Agendas, Minutes, and Packets of the Board

Licensing and Registering Veterinary Professionals:

1. Licensure Ledger
2. Written Examination Questions
3. Newsletters

Administering Internal Operations

1. Website and Social Media Site(s)

Alabama State Board of Veterinary Medical Examiners Records Disposition Authority

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975 § 41-13-5 and § 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the Alabama State Board of Veterinary Medical Examiners. The RDA lists records created and maintained by the board in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the agency to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Records must also be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975 § 36-12-2, § 36-12-4, and § 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the ADAH Government Records Division at (334) 242-4452.

Explanation of Records Requirements

- This RDA shall govern the disposition of all records, regardless of format, created by the agency from its creation to dissolution. Please contact the staff of the Department of Archives and History before destroying any records created before 1940.
- This RDA supersedes any previous records disposition schedules governing the retention of the Alabama State Board of Veterinary Medical Examiner's records. Copies of superseded schedules are no longer valid and should be discarded.
- The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept. Electronic mail, for example, is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Some temporary records listed under the Administering Internal Operations subfunction of this RDA represent duplicate copies of records listed for long-term or permanent retention in the RDAs of other agencies.
- Certain records and records-related materials need not be retained as records under the disposition requirements in this RDA. Such materials include: (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document government activities; (3) stocks of

blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes that may include, but are not limited to: telephone call-back messages; drafts of ordinary documents not needed for their evidential value; copies of material sent for information purposes but not needed by the receiving office for future business; and internal communications about social activities; and (5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the agency staff.. They may be disposed of without documentation of destruction.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the Alabama State Board of Veterinary Medical Examiners and lists the groups of records created and/or maintained by the board as a result of activities and transactions performed in carrying out these subfunctions. The board may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular meetings.

Promulgating Rules and Regulations

VETERINARY PRACTICE ACT AND ADMINISTRATIVE CODE OF ALABAMA

Disposition: PERMANENT RECORD.

MEETING AGENDAS, MINUTES, AND PACKETS OF THE BOARD

Disposition: PERMANENT RECORD.

Administrative Rules Files

Disposition: Temporary Record. Retain for useful life.

REGISTER OF ADMINISTRATIVE RULES

Disposition: PERMANENT RECORD. Retain in office (Code of Alabama 1975 § 41-22-6).

Rulemaking Hearing Files

Disposition: Temporary Record. Retain for useful life.

Licensing and Regulating Veterinary Professionals

LICENSURE LEDGER

Disposition: PERMANENT RECORD.

WRITTEN EXAMINATION QUESTIONS

Disposition: PERMANENT RECORD.

NEWSLETTERS

Disposition: PERMANENT RECORD.

Veterinarian/Veterinary Technicians Licensure and Registration Files

Disposition: Temporary Record. Retain 5 years after the death of a licensee is verified.

Approved Continuing Education Course Files

Disposition: Temporary Record. Retain 3 years.

North American Veterinary Licensing Examination Results

Disposition: Temporary Record. Retain until results of examination are documented in licensure files.

Veterinary Technician National Examination Results

Disposition: Temporary Record. Retain until results of examination are documented in licensure files.

Temporary License Files

Disposition: Temporary Record. Retain 5 years.

Licensee Employment Records

Disposition: Temporary Record. Retain 5 years.

Board of Veterinary Medical Examiner's Main Active Licensure Database

Disposition: Temporary Record. Retain 5 years.

Inactive License Database

Disposition: Temporary Record. Retain 5 years.

Temporary License Database

Disposition: Temporary Record. Retain 5 years.

Premise Inspection Database

Disposition: Temporary Record. Retain 5 years.

North American Veterinary License Examination Report Database

Disposition: Temporary Record. Retain 5 years.

Veterinary Technician National Examination Report Database

Disposition: Temporary Record. Retain 5 years.

Income Database

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Expense Database

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Regulating Veterinary Premises

Premise Inspection Files

Disposition: Temporary Record. Retain 5 years after closure of the premise.

Conducting Investigations and Hearings

Consumer Complaint and Violation Investigation Files

Disposition: Temporary Record. Retain 5 years after the death of a licensee is verified.

Administering Internal Operations: Managing the Agency

WEBSITE AND SOCIAL MEDIA SITE(S)

Disposition: PERMANENT RECORD.

(ADAH staff captures and preserves the agency's website and other social media sites via a service offered by the Internet Archive [Archive-It]. Check the ADAH section of the Archive-It website at www.archive-it.org/organizations/62 to ensure your agency's website and social media site(s) are captured and preserved. If your agency's website and social media site(s) are not captured by the service, please contact the Government Records Division at 334-242-4452 to get them included.)

Routine Correspondence/Memoranda

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Reference Files

Disposition: Temporary Record. Retain for useful life.

Telephone Records

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting the implementation of the agency's RDA (copies of transmittals forms to Archives or State Records Center, evidence of obsolete records destroyed, and annual reports to the State Records Commission)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Copy of RDA

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the RDA is superseded.

Computer systems documentation (hardware/software manuals and diskettes, warranties, records of access/authorities, file naming conventions)

Disposition: Temporary Record. Retain documentation of former system 3 years after the end of the fiscal year in which former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated to a new system.

Administering Internal Operations: Managing Finances

Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records of original entry such as journals, registers, and ledgers, and records of funds deposited outside the state treasury

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting requests for authorization from supervisors to travel on official business and other related materials, such as travel reimbursement forms and itineraries

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Agency Audit Reports

Disposition: Temporary Record. Retain 6 years after end of the fiscal year in which the records were created.

Contractual records established for the purpose of services or personal property

Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Records documenting the bid process, including requests for proposals and unsuccessful responses

- a. Original Bid Records Maintained in the Purchasing Office of the Agency for Contracts over \$7500

Disposition: Temporary Record. Retain 7 years after the end of the fiscal year in which the bids were opened.

- b. Duplicate copies of bid (where originals are maintained by the Finance Department - Division of Purchasing)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the bids were opened.

Administering Internal Operations: Managing Human Resources

Application Materials

Disposition: Temporary Record. Retain 1 year.

Position Classification Records

Disposition: Temporary Record. Retain 4 years after reclassification of the position.

Records documenting payroll (e.g. pre-payroll reports, payroll check registers)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting payroll deductions authorizations

Disposition: Temporary Record. Retain 6 years after the separation of the employee from the agency.

Records documenting payroll deductions for tax purposes (including Form 941)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting an employee's work history – generally maintained as a case file

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records documenting employee hours worked, leave earned, and leave taken

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records documenting employees' daily and weekly work schedules

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting sick leave donations

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting final leave status

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Employee Flexible Benefits Plan Files

- a. General information
Disposition: Temporary Record. Retain until superseded.
- b. Other (applications and correspondence)
Disposition: Temporary Record. Retain 6 years after termination of participation in program.

Records documenting the State Employee Injury Compensation Trust Fund (SEICTF) Claims

Disposition: Temporary Record. Retain 12 years after separation of the employee from the agency.

Administering Internal Operations: Managing Properties, Facilities, and Resources

Real Property Leasing/Renting Records

Disposition: Temporary Record. Retain 6 years after expiration of the lease.

Insurance Policies/Risk Management Records

Disposition: Temporary Record. Retain 6 years after termination of policy or membership.

Requirements and Recommendations for Implementing the Records Disposition Authority (RDA)

Under the Code of Alabama 1975 § 41-13-21, “no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the Alabama Department of Archives and History (hereafter referred to as the agency) as stipulated in the document.

One condition of this authorization is that the agency submits an annual Records Disposition Authority (RDA) Implementation Report on agency records management activities, including documentation of records destruction, to the State Record Commission in July of each year. In addition, the agency should make every effort to establish and maintain a quality record-keeping program through the following activities:

- The Alabama State Board of Veterinary Medical Examiners should designate a records liaison, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the Board, coordinating the transfer and destruction of records, ensuring the permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency’s approved RDA.
- Permanent records in the Alabama State Board of Veterinary Medical Examiner’s custody will be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis – for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.
- The board should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; (3) migrating all permanent records when the system is upgraded or replaced. If the board chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records’ permanent preservation and accessibility.
- Electronic mail contain permanent, temporary, or transitory record information, Although e- mail records can be printed out, filed, and retained according to the RDA’s requirements, the division should preferably employ an electronic records management system capable of sorting e-mail into folders and archiving messages having long-term value.

- The staff of the State Records Commission or the Examiners of Public Accounts may to examine the condition of the permanent records in the custody of the board and to inspect records destruction documentation. Government Records Division archivists are available to train the board staff in RDA implementation and otherwise assist the agency in implementing its records management program.

The State Records Commission adopted this revision to the Records Disposition Authority on October 24, 2012.

Steve Murray, Chairman
State Records Commission

Date

Receipt acknowledged:

Tammy S. Wallace, Executive Director
Alabama State Board of Veterinary Medical Examiners

Date